

The minimum partner contribution is \$1,500 (some exceptions apply) and the maximum RTO8 matching contribution is \$14,000. The prices quoted in the budget below should be exclusive of HST. RTO8 will be responsible to pay the HST on invoices that charge it.

Please contact each vendor to confirm that you will be utilizing their services and obtain a firm quote for the cost of each item before submitting your application. **All vendors / suppliers must be a legal business with an active CRA Business Number (BN)**

Guessing of costs will not be accepted. Vendors listed as 'TBD' or To Be Decided will not be accepted. RTO8 will only pay invoices it receives from the vendors listed below in the amounts listed below. If you do not include detailed expense descriptions, confirmed vendor details, and a quoted amount from the indicated vendor, no payment(s) will be made by RTO8.

Example of a Budget

This is intended as an example to assist you in filling out your budget template. Only eligible expenses are considered for funding by RTO8. Anything that is an ineligible expense will not be funded and should be listed as \$0.00 request to RTO8

Name of Vendor / Supplier	Service Being Provided	Total Cost (excluding HST)	Partner Contribution (excluding HST)	50% Amount Requested from RTO8 (excluding HST)
ABC Tent Rentals	2-day tent rental for event	\$1,800.00	\$900.00	\$900.00
Volunteer staff	Wages to 4 volunteer staff for two days	\$800.00	\$800.00	\$0.00
Harry's Port A Potty	6 port a potty 2- day rental	\$3,000.00	\$1,500.00	\$1,500.00
New Day Photography	2-day photo shoot of event	\$2,000.00	\$1,000.00	\$1,000.00
Henry's AV	Purchase of 2 wireless microphones	\$600.00	\$600.00	\$0.00
TR Productions	2-day fee for event Emcee	\$2,000.00	\$1,000.00	\$1,000.00
Perfect Posters & Printing	Graphic design and print of 25 wayfinding signs for event visitors	\$250.00	\$125.00	\$125.00

XYZ Insurance Company	2-day event insurance	\$2,000.00	\$2,000.00	\$0.00
			Total Partner Contribution	Total RTO8 Request
	Total Cost of Project	\$12,450	\$7925.00	\$4,525.00

****Wages, equipment purchases and insurance are all ineligible expenses which is why the request to RTO8 is listed as \$0.00**

SAMPLE